

Activity: Sorting and filtering a report

Introduction

In this lesson on report navigation, you've gained insights into report hierarchies, drillthrough, sorting and filtering data, and cross-filtering and cross-highlighting. You will now have an opportunity to put some of your newly gained knowledge into action and apply it in a hands-on activity.

Activity

Your task is to open the given report and apply filtering and sorting to help the marketing stakeholders at Adventure Works make more informed data-driven decisions. To complete this activity, you need to:

- Open the existing marketing report in Power BI Desktop.
- Sort the ribbon chart in chronological order.
- Apply filters so that the ribbon chart and table chart display results for shipped orders only.
- Sort the line chart by the number of leads in ascending order.
- Sort the table and stacked column chart by region in ascending order.
- Make the stacked column chart and line chart display leads from Facebook and Google only.
- Display marketing data in the table for Facebook and Google only.
- Save the report for future use.

This screenshot that follows provides a visual representation of what your report will look like after successfully completing the tasks outlined in this activity.

The screenshot shows a Power BI Desktop interface with the following components:

- Top Bar:** Includes File, Home, Insert, Modeling, View, Optimize, Help, Format, Data / Drill, and a user profile icon.
- Home Tab:** Selected tab.
- Visualizations:** Four visualizations are displayed:
 - A bar chart titled "No of Leads By Region and Social Media" showing leads for Asia, Europe, and North America across three regions.
 - A stacked area chart titled "Order Total by Month and Product Region" showing order totals for Asia, Europe, and North America over three months.
 - A line chart titled "No of Leads by Month and Region" showing leads for Asia, Europe, and North America over three months.
 - A table titled "Order Total by Month and Product Region" listing monthly sales data for Asia, Europe, and North America, broken down by product region and social media source.
- Filters Panel:** Located on the right side, it contains sections for "Data" and "Filters".
- Page Footer:** Shows "Page 1 of 1", "Activity" tab selected, "75%", and "Update available (click to download)".